

Job Description  
*Missouri State Highway Patrol*

Class Title: Clerk Typist II - MVI

Title Code: V00032

Effective Date: 04/12/00

Date Reviewed: 04/30/2009 DP

Date Revised: 05/01/2009 HRD

**Immediate Supervisor:** Division Director

**Position Supervised:** None

**FLSA Classification:** Non-exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

An employee in this class performs general typing and clerical work. Work is performed independently within the framework of rules and procedures; however, deviations from established precedents are normally cleared with a supervisor.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Types correspondence, forms, reports, and other materials from rough draft (e.g., MVI station renewal licenses); proofreads and edits all materials produced to ensure accuracy and completeness; copies, forwards, files, mails, and/or distributes materials produced.

Forwards monthly reports to Troops reference renewal of MVI station licenses.

Processes MVI division reports and applications (e.g., inspection station applications, inspector/mechanic applications, Troop personnel field reports, vehicle examination documents, etc.); responds to telephone calls and maintains appropriate files regarding reports and applications and distributes related materials as necessary.

Alphabetizes, transports, files, and purges correspondence, reports, forms, etc.

Answers telephone inquiries within the scope of job duties reference motor vehicle inspection; takes and transmits messages.

Receives, sorts, and prepares motor vehicle inspection sticker orders as needed.

Assists with bulk mailings (e.g., wraps packages, weighs, and mails materials) as needed.

Operates standard office equipment (e.g., typewriter, calculator, copier, personal computer (Lotus Notes and MULES), facsimile machine, shredder, and telephone).

Maintains various clerical records and compiles periodic reports, as needed.

Serves as back-up clerical support and assists other clerical personnel in the division as needed.

Performs other related duties as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of business English, spelling and arithmetic.

Working knowledge of modern office practices, procedures, and equipment.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to operate basic office equipment as detailed above in description of duties.

Ability to operate the department's computer system.

Ability to maintain moderately complex clerical records and to prepare reports from same.

Ability to make minor decisions in accordance with laws and regulations and apply these to work problems.

Ability to alphabetize, transport, file, and purge records/documents.

Ability to establish and maintain harmonious working relations with others.

Ability to proofread and edit correspondence, documents, reports, and computer entries.

Ability to work independently with general supervision.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Possess the skill to type at a rate of 40 words per minute with ten (10) errors or less.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

### MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a standard high school or possess a GED.

AND

Possess at least one year of experience as a Clerk Typist I or comparable experience.